

# U S C E N S U S B U R E A U

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## U.S. DEPARTMENT OF COMMERCE

### Bureau of the Census

### Recruiting Bulletin

**ISSUE DATE:** September 5, 2008

Recruiting Bulletin No. **08-25-036**

**CLOSING DATE:** Open Until Filled

Chicago Regional Office

**POSITION: SPECIAL SURVEY TECHNICIAN**

**SERIES, GRADE, SALARY: GS-0301-Grade 07, \$19.20 PH**

**PROMOTION POTENTIAL: GS-11**

**THIS IS A TEMPORARY APPOINTMENT NOT TO EXCEED ONE YEAR IN THE EXCEPTED SERVICE.**

**WHO MAY APPLY:** All Sources. This vacancy is open to all United States citizens.

**AREA OF CONSIDERATION:** Chicago Metropolitan Commuting Area

**JOB LOCATION:** Various locations throughout Illinois and Indiana

**DUTIES:** Administer the field data collection phase for a non-recurring survey or special census. Plans staffing requirements and supplies required. Confers with supervisor regarding timing and scheduling. Directs staffing activities, including recruitment, interviewing candidates, and selecting and inducting appointees. Organizes and conducts group training sessions. Makes work assignments to field staff and observes their performance in the field. Initiates further training to improve performance or directs the separation of unsatisfactory employees. Compiles or directs the compilation of progress and cost reports. Analyzes the reports to ensure that all phases of the program are proceeding on schedule and the cost limitations are not exceeded. Reviews and approves reports of time, mileage, per diem, or other expense documents, production performance reports and similar materials. Must be available to work days, evenings, and weekends and accept assignments at various locations throughout the states of Illinois and Indiana.

**WORK SCHEDULE: Mixed Tour Full Time. Under a Mixed Tour Work Schedule an employee may be changed between full-time, part-time, and intermittent work schedules to accommodate fluctuating workloads and is subject to a signed agreement.**

**QUALIFICATIONS:** Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**1 year specialized experience = to the Grade 5 level in the federal government OR 1 full year of graduate level education or Superior Academic Achievement**

**Specialized Experience is described as:** Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the position to be filled.

**Education:** If qualifying based on education, you MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Graduate education must demonstrate the knowledge, skills, and abilities necessary to do the work. Applicants selected for the position will be required to supply original transcripts.

**Superior Academic Achievement- Applicants with a bachelor's degree who meet one of the following criteria**  
**(1) Class Standing (2) GPA (3) Honor Society Membership:** (1) Class Standing in the upper third

of the graduating class in the college, university, or major subdivision or (2) Bachelor's degree with GPA of 3.0 or higher out of possible 4.0; 3.5 GPA or higher on required courses in major field of study OR required courses in major field of study in final 2 years of curriculum; or (3) membership in a national scholastic honor society meeting the requirements of the Association of College Honor Societies;

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience and/or education.

**BASIS OF RATING:** Applicants are required to take a 30 minute Bureau of the Census written exam.

**HOW TO APPLY:** Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for each grade level. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin Number, title and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship (this Federal job requires U.S. Citizenship)
- Veteran's Preference - Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated within the last year) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Individuals with a disability may request reasonable accommodations by calling 630-288-9200.

**ADDRESS TO MAIL APPLICATIONS TO:**

Complete application package must be submitted to: **U.S. Census Bureau, Chicago Regional Office, 1111 W. 22<sup>nd</sup> St. Suite 400, Oak Brook, IL 60523-1918, ATTN: Kathy Yendrek.**

For more information on this vacancy, call Cindy Reynolds at 630-288-9200.

- **CONDITIONS OF EMPLOYMENT:** Must be willing to travel throughout all parts of the Region (Inner Cities/Rural) on short notice
- Must be available to work days, evenings, and weekends
- Must be willing to accept all assignments and work multiple surveys
- Must be willing to travel overnight as needed
- If applicant is not already under a mixed-tour work schedule, candidate selected for this position must sign an Excepted Service Mixed-Tour Employment Agreement.

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY  
EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

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